



711 Kapi'olani Boulevard Suite 1430 - Honolulu, Hawai'i 96813

Tel: 808.596-8990 – Fax: 808.596-8992 – www.hiilei.org

Hi'ilei Aloha LLC is proud to present
“Project Action Planning”

A training workshop for nonprofits

Workshop trainers: Gigi Cairel, Hi'ilei Aloha LLC

Paul Richards, Waimānalo Hawaiian Homes Association

Date: Saturday, April 13, 2013

Time: 9:00 AM – 3:00 PM (check-in at 8:30 AM)

Cost: No cost to attend. Registration deadline: Friday, April 5, 2013.

Location: Kūlana 'Ōiwi conference room, 600 Maunaloa Highway, Kaunakakai, Moloka'i

- Register early! Seating is limited on a first-come/first-serve basis.
- Open to Native Hawaiian organizations and those whose mission and purpose is to primarily serve Native Hawaiians.
- Morning refreshments and lunch will be provided.

Workshop description:

Projects come in all shapes and sizes. Some projects are small enough that you just do them; you form an idea, design, plan the work and manage the whole project in your head. Some projects are larger in scope and more complicated. These projects take varying amounts of development, processes, decision making, planning, communication, management and resources. Join us for a fun and dynamic workshop to help you get organized and focused to move your project forward. By the end of this training, participants will have tools to outline their project scope, budget and timeline; ways to keep things on track as you implement; and ideas on what to do when the project stalls or gets stuck.

For more information, please contact: Gigi Cairel at (808) 596-8990 extension 1003 or email GigiOC@hiilei.org



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Registration Form
Project Action Planning

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Please PRINT clearly

Name: _____

Address: _____ City: _____ Zip: _____

Primary phone number: _____ Alternate phone number: _____

E-mail address: _____

Organization or community you are representing: _____

Please describe why you want to attend and what information you hope to gain from this workshop:

Check all that apply:

- ☐ I am Native Hawaiian
☐ I am a beneficiary of the Hawaiian Home Lands Trust
☐ I am representing an organization whose purpose and mission is to serve Native Hawaiians
☐ Other. Please specify type – government agency, foundation, consultant, etc. _____

For the organization that I am representing:

☐ I am a Board Member ☐ I am a paid staff member ☐ I am a volunteer ☐ Other

Registration form must be received before or on Friday April 5, 2013

By Mail: Hi'ilei Aloha LLC, Attention: Gigi Cairel, 711 Kapi'olani Blvd. Suite 1430, Honolulu 96813

By Email: GigiOC@hiilei.org

By Fax: (808) 596-8992